

**ATTACHMENT 1
STATEMENT OF WORK**

**“Final Closure of RCRA Tank Systems and Ancillary Equipment”
Former Benton Creosoting Works, 6695 Louisiana Highway 3 North, LA, Bossier Parish**

1.0 INTRODUCTION

The Louisiana Department of Environmental Quality, herein after referred to as “the Department” is required to comply with the applicable requirements of Resource Conservation and Recovery Act/Hazardous and Solid Waste Amendments (RCRA/HSWA). To accomplish this, the Department requires the services of an experienced, qualified contractor to provide final closure of tank systems, ancillary systems, the pressure treatment vessel and drip pad. This project will be under the direction of the Underground Storage Tank and Remediation Division (USTRD).

This RFP applies to only to those units listed in Enclosure 1.

The GPS coordinates for the front gate of the site are latitude 32° 42’ 17.37” N, longitude 92° 44’ 19.32” W. The Environmental Protection Agency (EPA) Identification Number is LAD008056632; the Department assigned Agency Interest number for this facility is 1230.

1.1 Goals and Objectives

The goal is to ensure protection of public health and the environment at the former Benton Creosoting Works facility, which is subject to the closure, post-closure and corrective action requirements of RCRA/HSWA for areas and units at which releases may have occurred. The objective is to perform final closure of the tank units, ancillary equipment, and other equipment associated with the former wood-treating process in accordance with RCRA/HSWA requirements and the Louisiana Hazardous Waste Regulations.

2.0 BACKGROUND INFORMATION

The Kennedy Sawmills was a former wood treating facility, which conducted business as Benton Creosoting Works. The facility has been in operation since August 1948. The current owner operated the facility since 1962 and ceased operations in 2008. The following sections provide a description of required activities and guidelines for conducting closure activities in a manner providing protection of human health and the environment relating to the cleanup of the former Benton Creosote Works site.

The document entitled “Benton Creosote Works, Benton, Louisiana - Closeout Report” dated August 23, 2012, provides an assessment of 15 tanks, and removal of materials from 4 tanks by ACOE, in April, 2012. Contains tank inventory and location map showing current location of tanks on-site”. This document is available at DEQ’s EDMS at: <http://edms.deq.louisiana.gov/app/doc/view.aspx?doc=8941354&ob=yes>

3.0 CONTRACTOR TASKS

The Contractor shall provide project planning, records review, unit closure activities, and evaluation and interpretation of data, at the Kennedy Sawmills Property (former Benton Creosoting Works) located in Bossier Parish at 6695 Louisiana Highway 3 North in Benton, Louisiana.

The identified units and areas to be addressed pursuant to this SOW include tank systems and ancillary equipment, secondary containment structures, the pressure treatment cylinder, the drip pad, and various waste containers on site that may contain creosote sludges, creosote-contaminated waste water and/or waste residue. These units and areas are identified in Enclosures 1 and 2. *Ancillary equipment is defined as pumps, a compressor, heat exchangers, an air volume tank, boilers and other miscellaneous debris. Removal of incidental parts of the structure may be performed at the discretion of the Contractor in order to maximize efficient removal of the contents. Portions of the building dismantled to facilitate removal of equipment need not be replaced, but should be sent for scrap with the other equipment removed from the building.*

The site currently has no utilities required for site activities by the Contractor, including but not limited to, water, electricity, telephone, facsimile and sanitary services. The Contractor shall be responsible for providing these services.

3.1 Commencement Conference or Conference call

A Commencement Conference shall be held between the Contractor's key personnel and Department staff to discuss the commencement of the project and answer any questions regarding the contract. The Commencement Conference shall be held at the Department's Headquarters in Baton Rouge (602 North 5th Street). EPA representative(s) may participate in the conference via phone. The Department will schedule the conference, prepare an agenda for the meeting, take the minutes, and distribute copies of the minutes to all participants. The Contractor shall come to the conference prepared to request clarification of any issues not clearly understood. The Department reserves the right to hold a conference call in lieu of a meeting at the Department's Headquarters, or waive the requirement for a commencement conference. No work may be performed by the Contractor until the Commencement Conference has been completed or waived.

3.2 Collection of Background Information, Site Assessment and Reconnaissance

(1) Collection of Background Information

The Contractor shall:

- (a) review Department files to determine the results of any previous investigations;
- (b) collect site-specific information including, but not limited to:
 - current activities at the site;
 - topographic and hydrogeologic information pertinent to the site; and
 - population and ecological information about the surrounding area.

(2) Site Assessment and Reconnaissance

The Contractor shall:

- (a) inspect the site, including the location of the tank systems and ancillary equipment, the waste containers, the drip pad, and the pressure treatment cylinder; and
- (b) interview individuals familiar with the site as necessary.

Note: The Department has an access agreement that is already signed, does not expire until 2020, and allows/includes access for EPA, the Department, and any of their contractors. The Department will provide a copy to the Contractor prior to commencement conference/conference call.

3.3 Project Planning for Site Closure Activities

The Contractor shall submit a comprehensive facility closure plan for the Department's review and approval. This plan shall include, at a minimum:

- (1) An estimate of the types and volumes of waste materials, including liquids, sludges, and solid materials to be removed and transported off-site for appropriate treatment and/or disposal;
- (2) Planned procedures for removal, characterization and/or waste analysis, management, transport, and off-site treatment and/or disposal of all liquid, sludge, residues, and solid waste materials. The Contractor shall use a laboratory accredited by the Department's Environmental Laboratory Accreditation Program to perform the waste analyses;
- (3) Planned procedures for decontamination of tank systems and ancillary equipment and decontamination of the pressure treatment cylinder;
- (4) Planned procedures for conducting confirmation sampling (including packaging of samples for transmittal to EPA laboratory for analysis) of tank systems, ancillary equipment and the pressure treatment cylinder to document compliance with the performance standards outlined in the Department's "Guidance for RCRA Closure of Aboveground Units" (DEQ Form 7253_r00, dated 5/19/2009) http://www.deq.louisiana.gov/portal/Portals/0/permits/haz/Guidance%20for%20RCRA%20Closure%20of%20Aboveground%20Units_form_7253_r00.pdf
- (5) Planned procedures for demolition, removal, and off-site disposal and/or recycling of tanks, ancillary equipment, and the pressure treatment cylinder in accordance with applicable state and federal laws and regulations;
- (6) Planned procedures for decontamination of secondary containment systems, the drip pad adjacent to the pressure treatment cylinder, and any other structures potentially impacted by the presence of hazardous constituents;
- (7) Planned procedures for conducting confirmation sampling (including packaging of samples for transmittal to EPA laboratory for analysis) of secondary containment systems, the drip pad adjacent to the pressure treatment cylinder, and any other structures potentially impacted by the presence of hazardous constituents to document compliance with the performance standards outlined in

- the Department's "Guidance for RCRA Closure of Aboveground Units" (DEQ Form _7253_r00, dated 5/19/2009);
- (8) Proposed locations, sampling intervals, and rationale for confirmation soil sampling in areas adjacent to tank systems, ancillary equipment, and the pressure treatment cylinder and drip pad;
 - (9) Proposed soil sampling procedures, parameters, analytical methods, and required detection limits, including applicable field and laboratory QA/QC procedures, decontamination of sampling equipment, and disposal of investigation derived wastes (IDW);
 - (10) Discussion of field documentation for sampling activities;
 - (11) Technical Sampling and Analysis (TS&A) Plan;
 - (12) Quality Assurance Project Plan (QAPP) which shall be developed by the Contractor. The Contractor shall coordinate the transmittal of the approved QAPP to the EPA Lab contact person identified below. The QAPP shall include required QA/QC/analysis parameters, analytical methods, and required detection limits, including applicable field and laboratory QA/QC procedures, decontamination of sampling equipment, and disposal of investigation derived wastes (IDW) for confirmatory soil/environmental media samples that will be transmitted to the EPA Lab.
 - (13) Preparation and submittal of a Final Closure Certification and Report after completion of all closure activities.

The Department will review the closure plan. If the Department deems the plan insufficient to fully address the tasks identified in this Statement of Work (SOW), the Contractor will be issued a Notice of Deficiency and the plan will be returned for correction. The Contractor shall amend the closure plan based on Department comments and re-submit for approval. No fieldwork shall begin on this project until the plan is approved by the Department.

The Contractor shall submit the QAPP to the Department at least six (6) weeks prior to the date of the planned sampling event and transmittal of the samples by the Contractor to the EPA Lab to ensure that the Department is able to review, comment on, and approve the QAPP. The Contractor shall submit the QAPP for review and approval to:

Gary Fulton, Administrator
Underground Storage Tank & Remediation Division
Office of Environmental Compliance
P.O. Box 4312
Baton Rouge, LA 70821-4312

The Contractor shall email an electronic copy of the QAPP to Will.Steele@la.gov and Steven.Archibald@la.gov. After the QAPP is approved by the Department, the Contractor is responsible for transmitting the approved QAPP to the EPA Lab.

The Contractor shall coordinate transmittal of the QAPP to EPA at least three weeks prior to the date of planned transmittal of the samples to the EPA Lab. Once the QAPP is approved, the Contractor shall coordinate transmittal of the final approved QAPP to the EPA Lab contact at the following address:

Christy Warren
Sample Control Center
EPA Laboratory
10625 Fallstone Rd.
Houston, TX 77099

The Contractor shall determine the number of samples required to adequately demonstrate “clean” closure of tank systems, ancillary equipment, the pressure treatment cylinder, the drip pad, and any potentially impacted soils adjacent to the aforementioned areas. The Department will not provide a set number of samples for closure activities. Contractor shall collect confirmatory samples, and package the samples for transmittal to the EPA laboratory for analysis. Soil sampling under this SOW will not address the area of the closed RCRA-regulated unit or any of the SWMUs/AOCs identified in the RCRA Facility Assessment (RFA); such areas will be addressed in subsequent phases of corrective action for the Kennedy Sawmills facility.

The Closure Plan shall comply with the requirements of:

- Louisiana Revised Statutes, Title 30, Subtitle II, the “Louisiana Environmental Quality Act”
<http://www.deq.louisiana.gov/portal/DIVISIONS/LegalAffairs/RulesandRegulations.aspx>;
- Louisiana Administrative Code, Title 33, Part I, Subpart 1, Chapter 13. Risk Evaluation/Corrective Action Program
<http://www.deq.louisiana.gov/portal/tabid/2929/Default.aspx>;
- Louisiana Administrative Code, Title 33, Part V. Hazardous Waste and Hazardous Materials
<http://www.deq.louisiana.gov/portal/DIVISIONS/LegalAffairs/RulesandRegulations/Title33.aspx>;
- The Department’s “Guidance for RCRA Closure of Aboveground Units” (DEQ Form _7253_r00, dated 5/19/2009)

Asbestos, NORM, and Lead Considerations

Asbestos: Department inspectors will make every effort to conduct an inspection/survey of the facility to verify whether asbestos containing materials exist on-site. Contractor should provide contingent costs for both conducting the asbestos inspection/survey (as a contingency) should the Department NOT conduct the survey, and conducting asbestos disposal/removal (as a contingency) should the survey determine that asbestos removal will be necessary to successfully conduct the demolition activities.

NORM: It is the Department's understanding that no type of pre-certification or survey is required by scrap metal dealers; they perform a survey of their own for each truck load of scrap. As long as it passes the recycling facilities' NORM screening, it is accepted for recycling. If it were to fail for some reason, the recycling facility would reject that material and it would have to be managed otherwise. The Department does not expect any of these materials to fail the NORM screen, but if that were to happen, the Department will resolve any issues outside of this contract. NO costs for special provisions for NORM survey and/or remediation are to be included in the proposal costs.

Lead: The contractor shall be responsible for personnel safety when working in areas that potentially present exposures due to lead- based paint, and any other potential COC. The Contractor should employ appropriate Personnel Protective Equipment, and follow all health and safety recommendations in accordance with EPA and OSHA guidelines. This includes practicing good hygiene while at the work site when engaged in activities that may render inert COCs into a form amenable to causing potential exposures. The Contractor shall evaluate and meet the acceptance criteria of the recycling/disposal facility for the demolition materials.

3.4 Implementation of the Closure Plan and Evaluation and Interpretation of Data

3.4.1 Removal, Characterization and/or waste analysis, Transportation, Treatment and/or Disposal of any remaining liquids, sludges, and residues from each of the subject units

The Contractor shall collect all wastewater in approved containers (frac tanks, Rain-for-Rent containers or equivalent). Contractor shall provide characterization sampling and analysis for the collected rainwater. The Department will aid the contractor to obtain an emergency permit for batch discharge, and make every attempt to expedite and have any fees waived. Pertinent information on this type of batch discharge permit is found at the following links on the DEQ public website:

<http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1837>

The Contractor shall provide, at a minimum:

- (1) Estimated inventory of the total amount of waste materials to be removed, including individual estimate of the volume of wastewater, the volume of sludges/residues, and the volume of solid materials;
- (2) Staging of wastes removed for proper characterization prior to transportation off-site;
- (3) Characterization/analysis of each of the waste phases identified above, as required for proper treatment and/or disposal;
- (4) Identification of the permitted waste treatment and/or disposal facilities receiving waste materials from the site;
- (5) Proper tracking and manifesting of all wastes removed from site. *The Contractor shall act as the Department's agent for generation of the waste and signature of the manifest.*

3.4.2 Decontamination and collection of confirmatory samples of above-ground components

The Contractor shall perform decontamination and collection of confirmatory samples of the above-ground components of each of the subject units, excluding concrete or earthen secondary containment structures, concrete foundations, and the drip pad. Samples will be packaged for transmittal and analysis to designated EPA laboratory.

If the tanks are to be reused as tanks, then rinsate sample results shall be evaluated in accordance with DEQ's "Guidance For RCRA Closure of Aboveground Units, prepared by Louisiana Department of Environmental Quality - Waste Permits Division, 2009 (form _7253_r00; 05/19/09). Secondary containment shall also be decontaminated in accordance with the above-referenced guidance.

If the tank material is going to be sent for scrap, rinsing to visual clean is required, and proof of scrapping shall be submitted to the Department within the final report.

All activities must be conducted in accordance with the approved closure plan as specified in Section 3.3 above.

The Contractor shall sample and submit samples to the EPA laboratory according to the following process:

1. Submit QAPP to the Department and EPA in accordance with Section 3.3 above;
2. Obtain EPA chain of custody (COC) forms and labels from EPA for use during the sampling;
3. Collect samples according to approved Closure Plan, TS&A, and QAPP;
4. Prepare/submit the QAPP and the samples to the EPA lab

Christy Warren
Sample Control Center
EPA Laboratory
10625 Fallstone Rd.
Houston, TX 77099

Web site: <https://www.epa.gov/aboutepa/about-region-6s-environmental-services-branch-laboratory>

Common carrier (e.g., Fedex) is acceptable.

The Contractor shall provide all sample containers, ice chest(s), ice and other sample mailing/transportation necessities, including but not limited to tape, bubble wrap, etc. The Contractor shall coordinate with the EPA lab to obtain chain-of-custody forms and sample container labels.

EPA's Contract Laboratory Program (CLP) sample collection and chain-of-custody procedures are not required. Procedures employed must meet the data quality assurance/quality control requirements of Section 2.4 of DEQ's "Risk Evaluation/Corrective Action Program".

Refer to Section 3.5 for details regarding analytical results/report.

3.4.3 Physical removal and disposal and/or recycling of above-ground components

The Contractor shall physically remove and dispose and/or recycle each of the subject units, excluding concrete or earthen secondary containment structures, concrete foundations, and the drip pad.

All activities shall be conducted in accordance with the approved closure plan as specified in Section 3.3 above.

3.4.4 Earthen Secondary Containment Structures, Concrete Foundations, and Drip Pad

The Contractor shall perform decontamination procedures and collection of confirmatory samples of the concrete or earthen secondary containment structures, concrete foundations, and the drip pad. Samples will be packaged for transmittal and analysis to designated EPA laboratory.

Sample submittal to the EPA laboratory shall be in accordance with the steps outlined in Section 3.4.2 above.

All activities must be conducted in accordance with the approved closure plan as specified in Section 3.3 above.

Drums: The Contractor shall characterize the contents of the drums on the site, over-pack the drums, properly label the drums with the sample analysis results from the hazardous characterization, and put in secure location on-site, i.e. in secondary containment area. The Contractor shall also supply the Department with a detailed inventory of the quantity and contents of the waste material characterized. Actual off-site disposal will be handled by the Department.

For soils in proximity to the tanks or tank containment systems, the contractor shall be responsible only for collection, analyses, and reporting of soil confirmation samples. Any subsequent RECAP activities or soil removal activities that may be required are outside the scope of this Project/RFP.

For secondary containment structures, confirmation sampling shall be conducted only within the footprint of the secondary containment structures, consisting of rinsate samples for concrete containment areas and soil samples for earthen containment structures. Any soils outside of the containment structures are outside this scope/RFP.

Rinsate samples shall be collected and analyzed in accordance with the Guidance for RCRA Closure of Aboveground Units for any equipment or materials that will not be sent for scrap.

Rinsate samples shall be the method of confirmation sampling for above-ground units, when not sent for scrap. Considering the physical and chemical nature of the contaminants of concern, core sampling is not covered under this SOW.

3.5 Final Closure Certification and Report

The Contractor shall prepare and submit a Final Closure Certification Report documenting that all units were closed in accordance with applicable regulations and the approved Closure Plan.

The Contractor shall arrange for the laboratory analysis report (hard copy and electronic copy) to be submitted from the EPA laboratory to the Contractor for inclusion in the Final Closure Certification Report.

The Final Closure Certification Report must fulfill the applicable requirements of the Louisiana Administrative Code, Title 33, Part V.

3.6 Attendance at Public Meetings

The Contractor shall attend public meetings, as requested by the Department, to answer questions from the community and local officials regarding the project.

3.7 Litigation Support

The Contractor shall provide litigation support, as requested by the Department. Litigation support shall include participation in preparatory meetings and discussions with Department personnel, testifying at depositions, administrative and/or judicial hearings and providing records to the Department, administrative tribunal or court upon request.

4.0 PROJECT SCHEDULE

All activities shall be completed within the stated number of calendar days as specified below in Table 1. Adherence to the schedule will determined by the Department.

Table 1. Schedule

Time Frame (calendar days)	Activity
Within 10 days from Notice to Proceed	Commencement Conference or Conference Call
Within 30 days of commencement conference	Contractor submits a Final Closure Plan, including a Technical Sampling and Analysis Plan, and Quality Assurance Project Plan to the Department for review and approval, and the Health and Safety Plan to the Department for review
Within 14 days of Receipt of Work Plan	The Department review and approval of Final Closure Plan, including a Technical Sampling and Analysis Plan, documentation of compliance with Health and Safety Plan requirements, and Quality Assurance Project Plan
At least three weeks prior to the date of planned transmittal of the samples to the EPA Lab	The Contractor will coordinate the transmittal of the approved QAPP to the EPA Lab contact person.
Within 30 days of the Department's approval of Closure Plan	Contractor begins implementation of Closure Plan
Within 30 days of implementation of Closure Plan and every 30 days thereafter until project completion	Contractor submits Monthly Progress Reports; each monthly progress report will identify specific tasks conducted as outlined in the Closure Plan and documents completion of each task as applicable
Within 60 days of completion of all tasks identified in the Closure Plan	Contractor submits the final Closure Certification and Report and all supporting documentation
Within 30 days of submittal of the final Closure Certification and Report	Based on the Department's review, the Closure Certification and Report is approved and accepted by the Department or a Notice of Deficiencies is issued; contractor has from 30-90 days to address deficiencies and submit a revised Closure Certification and Report

5.0 MINIMUM QUALIFICATIONS OF THE CONTRACTOR'S PERSONNEL

The Contractor shall provide qualified personnel to accomplish the required tasks. Personnel shall have relevant experience in hazardous waste closures, hazardous waste removal and disposal, tank decontamination, wastewater management, tank demolition, tank and secondary containment confirmation sampling, and/or soil confirmation sampling. Education, experience, and professional requirements shall include, but is not limited to:

- (1) The Project Manager should have a Bachelor's degree and a minimum of five (5) years of project management experience in environmental/site remediation work.
- (2) The Project Manager Backup should have a Bachelor's degree and a minimum of three (3) years of project management experience in environmental/site remediation work.

- (3) The Site Supervisor should have a minimum of three (3) years supervisory experience in environmental/site remediation work.
- (4) The Site Supervisor Backup should have a minimum of two (2) years supervisory experience in environmental/site remediation work.
- (5) The Professional Engineer shall possess a current Louisiana License.
- (6) Scientist(s) (Science Background i.e., Chemist, Biologist, or Environmental Scientist) should have at least a Bachelor's degree in any of the science fields and a minimum of two (2) years experience in environmental/site remediation work.
- (7) The QA/QC manager should have a minimum of two (2) years QA/QC experience in environmental/site remediation planning and/or reporting.
- (8) The Environmental Technician(s) should have minimum of two (2) years' experience in environmental/site remediation work.
- (9) Equipment operator(s) should have a minimum of two (2) years' experience in environmental/site remediation work.

The Contractor shall name a back-up Project Manager and Site Supervisor to manage and supervise the site work at such times as the primary Project Manager and/or Site Supervisor are unavailable due to situations accepted by the Department's Team Leader. The back-up Project Manager and Site Supervisor shall be familiar with the site and all its operations, and shall be briefed by the primary Project Manager and Site Supervisor before assuming responsibilities.

6.0 PROJECT MANAGEMENT

The Contractor shall provide the methods and resources (personnel, supervision, materials, supplies, and equipment) necessary to perform the tasks described in this SOW. All equipment must be in good working order and available to the Contractor when needed, whether Contractor-owned or leased. All instrumentation must be in sound working condition and calibrated prior to use.

The Contractor shall provide efficient management throughout the term of the contract to ensure the successful completion of the assigned projects. The duties and responsibilities for project management shall continue throughout the term of the contract. The resources and methodology for project management activities shall be the responsibility of the Contractor.

Project management shall include, but not be limited to, the following activities:

- (1) Supervision of the Contractor's personnel.
- (2) Contract administration, including:
 - (a) invoicing;
 - (b) changes to the contract;
 - (c) resolving disputes between the Contractor and the Department; and
 - (d) Contractor compliance with all contract clauses and conditions.

- (3) Coordinate meetings and training sessions. The Contractor shall be responsible for scheduling and holding training sessions as necessary to ensure the proper training of his personnel and subcontracted personnel. The Contractor shall be responsible for maintaining an adequate number of trained personnel for this work. The costs of project related training shall be included in the Contractor's proposal.
- (4) Project Communication. The Contractor shall maintain communications and coordination with Department personnel, including reporting problems encountered in performing this work. The Contractor shall attend meetings as necessary to discuss specific site requirements or problems with the Department Project Manager or his representative. Meetings may be held at Department Headquarters in Baton Rouge, Department Regional Offices, or on site. Interim conference calls may be required.
- (5) Record Keeping. The Contractor shall keep accurate records and provide documentation for specific costs associated with this project. These records shall include:
 - (a) technical records (including, but not limited to, complete and accurate records of measurements, data, analysis, surveys, and all other technical information collected in the course of this project);
 - (b) cost records for cost-recovery purposes; and
 - (c) other records and reports required by Federal and State laws and regulations.
- (6) Preparation and submission of deliverables.

The Contractor shall assign a Project Manager, as listed in the Contractor's proposal to represent the Contractor's organization and to manage the project. The Department reserves the right to approve the person assigned as Project Manager.

The Contractor's Project Manager shall be responsible for project monitoring and compliance. The Contractor's Project Manager must keep the Department Project Manager informed of the project status through written monthly progress reports and informal communication.

6.1 General Site Management

The Contractor shall be responsible for the protection and safety of all work, materials, equipment, and other property on the site against vandals and other unauthorized persons during mobilization, on-site work, and demobilization. No claims shall be made against the Department by reason of any act of an employee or trespasser. All damage, injury or loss to any property caused directly or indirectly, in whole or in part, by the Contractor shall be remedied by the Contractor at his expense. All work procedures must comply with OSHA requirements.

The Contractor shall coordinate all work activities at the site with the owner/operator to minimize interference with business operations, as applicable. The Contractor shall remove all equipment, used/uncontaminated supplies or materials, non-hazardous contractor-generated trash from the work area and hazardous and/or non-hazardous investigation derived waste following completion of activities at the site. The Contractor shall dispose of all trash, debris and

investigation derived waste generated from the work accomplished at the site in accordance with applicable laws, regulation, ordinances and codes. Any damage to the site caused by his operations and/or equipment shall be repaired by the Contractor.

Contractor shall stage any wood debris resulting from vegetation clearing at a central location near the inactive southern portion of the facility. The Contractor shall not be responsible for off-site removal of vegetation. The Department will coordinate removal of any wood debris from vegetation clearing. Contractor is responsible for minimizing vegetation clearing during demolition to that necessary for the efficient demolition and removal of materials for scrap and/or disposal.

6.2 Progress Reporting

The Contractor shall prepare and submit to the Department Contract Manager a Monthly Progress Report describing all work completed during the preceding month, the status of the work in progress, and any problems encountered. Additionally, the Contractor shall report any environmental problems identified in the field needing further investigation or corrective action by the Department. The Monthly Progress Report shall be provided within two weeks of the end of the preceding month. This report shall include:

- (1) the Contractor's name, address, and the name of the Contractor's Project Manager;
- (2) the Department's contract number and project title;
- (3) the dates of the reporting period; and
- (4) a description of the progress made during the previous month, including problems experienced, requests of approved changes in personnel, and the effect of the problems/changes on the due date of deliverables.

The Monthly Progress Report must be signed by the Contractor's Project Manager. The format of this report may be determined by the Contractor; however, the Department reserves the right to require format revisions.

6.3 Deliverables

The Contractor shall provide an original and two (2) copies and one (1) copy in PDF format of the following deliverables for review and approval by the Department. Any and all discrepancies or omissions shall be corrected to the satisfaction of the Department before the deliverable is accepted as completed.

- (1) Tank Closure Work Plan;
- (2) Technical Sampling and Analysis Plan;
- (3) Documentation of compliance with Health and Safety Plan requirements;
- (4) Quality Assurance/Quality Control Plan; and
- (5) Final Closure Report and Closure Certification.

6.4 Compliance with Laws and Regulations

The Contractor and/or any subcontractors used by the Contractor shall, on his own time, and at his own expense, secure all permits, licenses, and certificates that may be required of him by law for the performance of the requirements of the contract. The Contractor shall comply with all federal, state, and local laws, ordinances, rules, and regulations relating to the performance of this work.

Federal laws and regulations include, but are not limited to:

- (1) The Federal Resource Conservation Recovery Act (RCRA) regulations included in 40 CFR Parts 260-299;
- (2) The regulation of hazardous material transportation included in 49 CFR Parts 100-199, if applicable; and
- (3) The Occupational Safety and Health Administration (OSHA) regulations included in 29 CFR Part 1910.120.

State law and regulations adopted pursuant to state law include, but are not limited to:

- (1) Louisiana Revised Statutes, Title 30, Subtitle II, the “Louisiana Environmental Quality Act”;
- (2) Title 33, Part I, Subpart 1, Chapter 13. Risk Evaluation/Corrective Action Program;
- (3) Title 33, Part V. Hazardous Waste and Hazardous Materials;
- (4) Title 33 Part VII. Solid Waste Regulations; and
- (5) Title 33, Part IX. Water Quality Regulations, (if water is treated on site and discharged, the Contractor shall obtain discharge parameters and limits).

Applicable regulatory guidance documents include, but are not limited to:

- (1) LDEQ/LDOTD Construction of Geotechnical Boreholes and Groundwater Monitoring Systems Handbook, December 2000
http://dnr.louisiana.gov/assets/OC/env_div/gw_res/200010_GREENBOOK.pdf
- (2) LDEQ LUST QAPP_1027_r04, revision date August 10, 2015;
http://www.deq.louisiana.gov/portal/Portals/0/UndergroundStorageTank/QAPP_1027_r04.pdf
- (3) The Department’s “Guidance for RCRA Closure of Aboveground Units” (DEQ Form _7253_r00, dated 5/19/2009)
http://www.deq.louisiana.gov/portal/Portals/0/permits/haz/Guidance%20for%20RCRA%20Closure%20of%20Aboveground%20Units_form_7253_r00.pdf.

License Requirements:

The Contractor shall possess and maintain throughout the term of the contract a Louisiana State Contractors license. The License must include one of the four (4) classifications or specialties identified below:

- (1) Hazardous Materials; or
- (2) Hazardous Materials Cleanup and Removal; or
- (3) Hazardous Materials Site Remediation; or
- (4) Hazardous Waste Treatment or Removal.

The Contractor or subcontractor shall possess a Louisiana Water Well Driller's License throughout the term of the contract.

The Contractor or subcontractor shall possess a current Louisiana Engineer License.

In accordance with the Louisiana Professional Geoscience Practice Act, if on-site work performed by a geologist does include the practice of geoscience, a current Louisiana Professional Geoscientist License shall be required. In accordance with RS 37:711.12.D. (6) if on-site work performed by a geologist does not include the practice of geoscience, a current Louisiana Professional Geoscientist License shall not be required.

The Contractor shall perform all tasks related to advancement of soil borings and wells in accordance with:

- (1) The *Handbook for Construction of Geotechnical Boreholes and Groundwater Monitoring Systems* prepared by the LDOTD and the Department, December 2000, and hereinafter referred to as the LDOTD/LDEQ HANDBOOK
http://dnr.louisiana.gov/assets/OC/env_div/gw_res/200010_GREENBOOK.pdf and
- (2) Louisiana Administrative Code (LAC) 56 Part I Water Wells.
http://dnr.louisiana.gov/assets/OC/env_div/gw_res/Driller/LAC56.pdf

All waste disposal shall be performed in accordance with all applicable laws, regulations, ordinances, and rules relating to the performance of that work.

6.5 Site Health and Safety Requirements

The Contractor is responsible for the health and safety of his employees during the performance of all activities required by this contract. He shall maintain and comply with a Health and Safety Plan (H&SP) consistent with Section 104(f) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended, EPA Order 1440.3 and all Occupational Health and Safety Administration requirements, all applicable federal, state and local laws, regulations, ordinances, and codes used in planning and implementing site health and safety. In the event of conflict between any of these requirements, the more stringent requirement shall be followed.

7.0 DEPARTMENT RESPONSIBILITIES

As part of its responsibilities under the contract, the Department shall:

- (1) provide points of contact (liaisons) for technical and contract activities (Project Manager and Contract Manager);
- (2) provide the Department materials (documents, reports, photographs, etc.) for the Contractor's work as necessary;
- (3) review, require revision as necessary, and accept deliverables.

The Department will be available for assistance to the Contractor in solving problems or answering questions that may arise and will meet with the Contractor as necessary. However, the Department shall not be responsible for the Contractor's performance of the work and reserves the right to reject deficient work.

In the event the owner/operator has refused permission, cannot be located, or if the Contractor is unable to gain access to the property, the Contractor must inform the Department in writing within forty-eight (48) hours; the Department will direct the Contractor after notification has been made.

8.0 MONITORING AND METHODS TO MEASURE PERFORMANCE

The Department's Project Manager will monitor the progress of the Contractor during the contract by:

- (1) monitoring the Contractor's work through telephone communication, meetings and review of Monthly Progress Reports;
- (2) ensuring that deliverables are submitted within the timeframe of the contract;
- (3) reviewing, requiring correction as necessary, and approving all deliverables and submittals;

The Department's Project Manager will measure the successful performance of the Contractor by reviewing and evaluating the acceptability of all deliverables and submittals.

9.0 MEASUREMENT AND PAYMENT

The Contractor shall be compensated for the actual work performed. Payment for the tasks required in this Statement of Work shall be based upon the line items listed in Attachment 2, Schedule of Prices.

9.1 Commencement Conference or Conference call

The Commencement Conference payment item shall include all activities and resources

necessary for attendance by the Contractor at the commencement conference (approximately two (2) hours) to be held at Department Headquarters in Baton Rouge or held via conference call at the discretion of the Department. Payment shall be made in one lump sum in accordance with the unit rate provided in Attachment 2, Schedule of Prices. Attendance of the Project Manager is mandatory. Payment will be made by the Department following completion of the conference and submission of the Contractor's invoice. Only one line item shall be charged. If the conference is waived, then the Department will not be charged.

9.2 Collection of Background Information, Site Assessment and Reconnaissance

The Collection of Background Information, Site Assessment and Reconnaissance payment item shall include all activities and resources necessary to complete this task. Payment shall be made in one lump sum in accordance with the rate provided in Attachment 2, Schedule of Prices following the completion of this task and approval by the Department.

9.3 Project Planning for Site Closure Activities

The Project Planning payment item shall include all activities and resources required to generate, submit, revise (as necessary), and resubmit the Site Closure Plan, the Technical Sampling and Analysis Plan, the Health and Safety Plan, and the Quality Assurance Project Plan for the site. Payment shall be made in one lump sum in accordance with the rate provided in Attachment 2, Schedule of Prices following the acceptance of the respective plans by the Department.

9.4 Implementation of the Closure Plan and Evaluation and Interpretation of Data

The Implementation of the Closure Plan and Evaluation and Interpretation of Data payment item shall include all activities and resources necessary to complete these tasks. Payment shall be made in one lump sum in accordance with the rate provided in Attachment 2, Schedule of Prices following the completion of this task.

Progress payments may be made at the discretion of the Department's Project Manager based upon measureable accomplishment of work and upon submittal of supporting documentation.

9.5 Final Closure Certification and Report

The Final Closure Report payment item shall include all activities and resources necessary to complete this task. Payment shall be made in one lump sum in accordance with the rate provided in Attachment 2, Schedule of Prices following the submission of the Final Closure Report.

9.6 Attendance at Public Meetings

Payment for attendance at public meetings shall be made for the actual number of hours worked, plus travel time, travel expenses and mileage in accordance with the rates in Attachment 2, Schedule of Prices.

9.7 Litigation Support

Payment for litigation support shall be made for the actual number of hours worked, plus travel time, travel expenses and mileage in accordance with the rates in Attachment 2, Schedule of Prices.

9.8 Retainage

A Ten Percent (10%) retainage will be withheld from each invoice until the Final Closure Report has been approved by the Department. Once the Final Closure Report has been approved by the Department, the Contractor shall submit an invoice along with a monitoring report for the remaining amount. This payment will be the amount withheld from each invoice.

9.9 Contingency Asbestos Survey

The Contingency Asbestos Survey payment item shall include all activities and resources necessary to complete this task. Payment shall be made in one lump sum in accordance with the rate provided in Attachment 2, Schedule of Prices following completion of the task and approval by the Department. Payment for this line item will only be made if the Survey is needed.

9.10 Contingency Asbestos Remediation

The Contingency Asbestos Remediation payment item shall include all activities and resources necessary to complete this task. Payment shall be made in one lump sum in accordance with the rate provided in Attachment 2, Schedule of Prices following completion of the task and approval by the Department. Payment for this line item will only be made if Remediation is needed.